PowerPoint Requirements

PowerPoints are used to convey information to all audience types. Using a consistently recognizable template will enable the exchange of slides among the many groups within Reclamation.

These are true templates in that the format of slides can be changed to present information in the most impactful way.

Design

The PowerPoint template has been updated to reflect a more modern design and presentation style. It is available in 4x3 (traditional projector presentation) and 16x9 (flat screen televisions, monitors and modern projectors). There are four base color designs in each size. They are Reclamation Blue, Reclamation Sand, white and black. In addition, if you want to use one of the colors in the Reclamation palette as a background color, that color would remain consistent throughout the entire presentation, with no changing from slide-to-slide.

All text must be left justified.

Title Slide

The slide may have one of the solid colors or a background image. To help with customizing the background, we have provided eight images representative of a variety of Regions, scenery, and mission activities. You also may change the background image to customize it for your presentation if it provides sufficient contrast with the title, subtitle, logotype and tagline.

The Reclamation logotype and tagline used is the offset version. The white, black or blue version of the logotype may be used. When changing the background image, work from one of the current template title slides with a logotype and tagline that provide adequate contrast.

The logotype and tagline may not be moved.

The font color for the title slide must be Reclamation Blue, Reclamation Sand, black or white, depending on which one provides the most contrast.

The font size must not be changed for the header and sub header.

Body Slides

The body of the presentation slides has been designed to provide design options from slide-to-slide. However, the background color must be consistent throughout all the slides.

If images are to be used, please use one of the template pages that allows the image to be placed on the right, left or bottom. If you are doing a photo slideshow, please use the picture with caption slide.

For diagrams or flow charts, use a blank page to draw as much attention to the diagram as possible.

The text sizes are as follows:
Level 1: 28 point
Level 2: 24 point
Level 3: 20 point
Level 4: 18 point
Level 5: 18 point

The assigned font sizes must not be changed.

Use levels four and five sparingly. PowerPoints are designed to reinforce the information that is being presented, not to share all information.

The font color in each template must not be changed.

All text must be left justified.

Closing Slide
The closing slide provides the presenter an opportunity to add contact information. No more than four lines may be used.

The background image may be changed, but must be different than the image on the cover.

The text used must be in Reclamation Blue, Reclamation Sand, black or white, whichever provides the most contrast.